

Brattleboro Union High School #6 Attendance Policy

It is a well-known fact that students who are habitually and chronically absent from school are typically not gaining an adequate education. The doors that an education opens will not be open to those students who continue to miss significant amounts of school. The goal of this policy and its procedures is that all students come to school and stay in school to gain an education and all that it makes possible.

Truancy is defined as inappropriate absence from school, which means the absence is unexcused or the excuse given is insufficient. A student shall be declared habitually truant when s/he has had fifteen or more unexcused absences in one school year. The goal of the procedures described below that will be followed by BUHS #6 and the agencies named is that students attend school on a daily basis. The protocol described below will take place:

Student has been absent a large number of days
OR
Student has been absent unexcused one day.

- Phone call to parent by administration. If student has been absent many days with parental excuse, parent is advised that future absences not followed up with a doctor's note will be considered unexcused.
- Follow-up letter confirming conversation, outlining, policy, and providing list of community resources to contact for assistance.
- Student's name is brought to the school team; a school case manager is assigned.

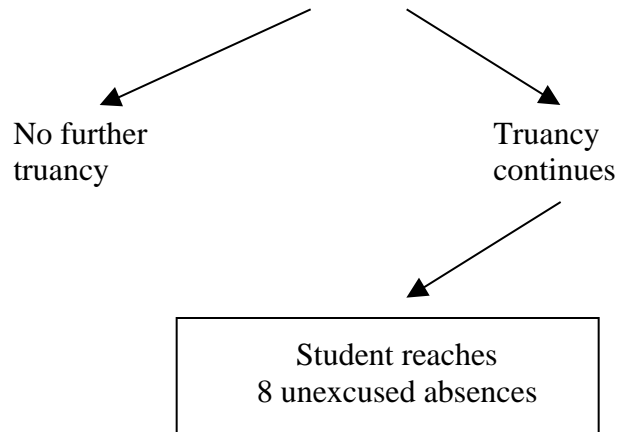
No further
truancy

Absences
continue

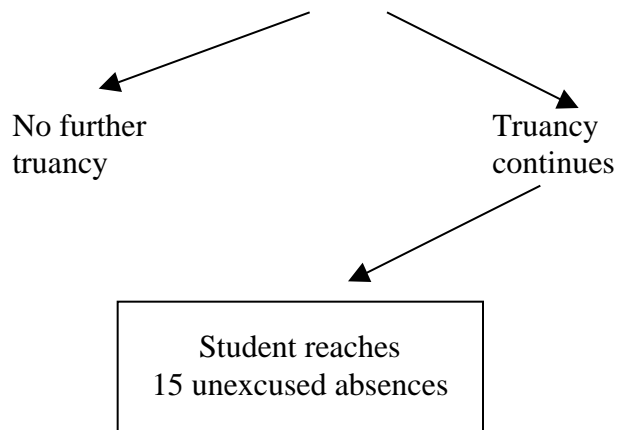
Student reaches
4 unexcused absences

- Letter reviewing the policy goes to parent; it will advise the parent that, should absences continue, s/he will be contacted to attend a meeting to create a plan addressing the problem.

- Police visit home



- Student is referred to interagency team
- Team assigns agency and case manager
- A meeting is set up with parent(s) and student to develop a plan.
- Police visit the home



- CHINS affidavit written through SRS
- Petition goes to S.A.'s office
- S.A.'s office files petition with Family Court

Roles of School, Law Enforcement, Agencies

Role of the School

- Daily contact with parent/guardian of students who have unexcused absences and/or too many excused absences.
- Advise students and parents of new protocol; letter to every parent at/prior to start of new school year.
- Hold bi-weekly attendance review meetings. This team of school personnel may include, school registrar, counselors, teachers, nurse, dean of students, and administration.
- Establish position of Drop-Out Recovery Coordinator; this position is conditional upon receiving grant-based funding to finance it. In the absence of funding for this position, each school will designate an attendance coordinator. The attendance coordinator will oversee the school's responsibilities for the procedures of this policy. S/he will also act as liaison for the school to the interagency team.

Role of the Interagency Team

- Meet bi-monthly to assess progress and individual cases requiring review or referral.
- Assignment of agencies and case managers to students.
- Assign a liaison to each school administrator overseeing truancy (in the absence of coordinator)

The interagency Team may include representatives from the following agencies:

BUHS #6 (Administration)
SRS
Youth Services
HCRS

Law Enforcement
State's Attorney's Office
ReVision

Role of the Police

- Issue truancy warnings and/or citations to parents

Role of SRS

- Issue affidavits for CHINS petitions; forward petitions to SA's office.

Role of ReVision, Youth Services, HCRS

- Provide counseling and support services for students and their families who are currently on their caseload and for those who become assigned to that agency.
- Assign a liaison for the agency to the Drop-Out Recovery Coordinator; or Attendance Coordinator for each school
- Attend bi-monthly interagency team meetings.